

JOB DESCRIPTION

JOB TITLE: BEACH MAINTENANCE TECHNICIAN - TDC

DEPARTMENT: PUBLIC WORKS

DIVISION: MAINTENANCE

REPORTS TO: MAINTENANCE SUPERVISOR/TDC DIRECTOR

SALARY: \$13.5362 PER HOUR

REVISED: APRIL 9, 2014

NON-EXEMPT

GENERAL DESCRIPTION:

Performs beach cleaning and general maintenance duties of facilities, grounds and walkovers. Also performs minor electrical, mechanical, HVAC, plumbing and carpentry repairs on TDC maintained facilities. Conducts grounds and walkovers maintenance and open and close facilities at beach accesses. Reports to Maintenance Supervisor or TDC Director.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Service trash receptacles at all TDC-maintained facilities. Removal and disposal of trash and debris from beaches, parks, and all TDC-maintained facilities that include but are not limited to:
 - Beach and bay accesses
 - Inland lake and river accesses
 - Boat ramp facilities
 - Park facilities
 - Visitor Information Center
- Assist in restroom facility maintenance, repair and cleaning.
- Report all damages at TDC-maintained facilities to supervisor. If vandalism is present, assist in reporting information to law

enforcement agencies. If damages are due to normal wear and tear of facilities, repair damages when they are discovered.

- Maintain landscaping at all TDC maintained facilities, including irrigation systems.
- Maintain assigned equipment.
- Provide labor support for in-house construction activities.
- Assist Maintenance Supervisor in construction management for TDC construction projects.
- Repair, maintain and troubleshoot electrical, mechanical, HVAC, and plumbing fixtures on TDC maintained facilities.
- Repair/rebuild TDC maintained dune walkovers and facilities with limited supervision.
- Maintain all TDC facilities, walkovers, signage, restrooms, boat ramps, flag poles, picnic facilities, camp grounds and any additional amenities under the responsibility of the TDC.
- Clean, open and close restrooms as needed and scheduled.
- Report all damages at TDC-maintained facilities to supervisor.
- Take the lead role when making the repairs to damaged facilities.
- Assist in landscaping maintenance at TDC maintained facilities, including irrigation systems.
- Maintain assigned equipment.
- Report any environmental infractions and hazards including injured or sick wildlife.
- Performs other work as directed and required.
- Adheres to work schedule and attendance requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently.
- Ability to read and interpret non-complex mechanical and construction engineering drawings.
- Ability to work independently and in groups to identify and repair minor damages at TDC-maintained facilities.
- Ability to prioritize work for timely completion.
- Ability to use power tools safely.
- Ability to lift moderate to heavy weights.
- Ability to use mowers, edgers, trimmers and chain saws.
- Ability to use shovels, rakes, post-hole diggers and other commonly used yard tools
- Ability to inspect HVAC air filters, check condition of coil, check piping for leaks, check compressors operation and valve operation, check and inspect belt and adjust tension, and lubricate shaft bearings as required.

- Ability to operate a variety of machinery and equipment, including power tools, lawn equipment, electrical testing equipment, pneumatic testing equipment, etc.
- Ability to represent Gulf County and the tourism industry with energy and enthusiasm.

QUALIFICATIONS, TRAINING AND EXPERIENCE:

High school graduate or GED and three (3) to five (5) year's experience in related field. Any equivalent combination of training and experience, that provides the required knowledge, skills and abilities. Requires a valid driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee successfully to perform the essential function of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to thirty five (35) pounds, and occasionally lift weights up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.